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ABSTRACT

Faculty personnel policies and academic policies for San Diego State University are summarized in this 1975 faculty handbook. (JT)

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FACULTY HANDBOOK

SAN DIEGO STATE UNIVERSITY

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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FACULTY HANDBOOK

SAN DIEGO STATE UNIVERSITY

A. INTRODUCTION TO THE UNIVERSITY

1. Introductory

This Faculty Handbook is intended to serve as an index or summary map to the University, to help new faculty members to find their way around and to serve as a reference for others.

The law under which The California State University and Colleges operates is known as Title 5 of the California Administrative Code. The powers are vested in the Board of Trustees, which establishes policies and governs through a Chancellor and his office. By action of the Trustees, the President of a State University or College is responsible to the Chancellor and to the Trustees for carrying out their policies in the operation of the institution. Although by the Administrative Code (Title 5) a President is required to consult with his faculty on a number of matters, he is solely responsible for decisions made at the university. At San Diego State, the Senate--a body of some 70 members, most of them elected by the faculty--plays a major part in establishing policies within the concern of the faculty. Actions by the Senate are recorded in the Minutes of the Senate and when ratified by the President are codified in the Policy File (P.F.). The Faculty Handbook draws upon Title 5, upon Executive Orders of the Chancellor, on the Policy File, and on the Department Chairman's Handbook.

The primary function of the University is the provision of educational services to the community. San Diego State prides itself on its reputation as a university dedicated to good teaching. To be a good teacher a faculty member must not only be effective in the classroom but must also continually grow in professional experience and understanding. The teacher-scholar must be involved in the search for new knowledge, the critical evaluation of present knowledge, experimental projects or consultancies within his discipline, or creative work in the arts. In addition, service to the University and the community is a part of every successful professor's experience.

2. Signing in

Every new employee must sign in at the Payroll Office (AD-3rd floor), take a loyalty oath, and be fingerprinted (P.F. II J-5) before the first day of classes so that the first pay check will not be delayed and so that a faculty identification card may be issued.

3. Parking

Faculty members may buy permits to park in faculty and staff parking areas, before the deadline each semester and summer session, at the University Cashiers' Office (Room 8, CLS). Anyone parking in a designated parking lot without a permit or in undesignated areas with or without a permit will be subject to citation.

4. Mail, telephone

INCOMING MAIL: Because of the heavy volume of incoming mail, faculty members should have only official business communications sent to their University address, which must include department, school, or other applicable identification. Otherwise, such mail will be delayed or returned to sender. Student mail is not accepted for distribution on campus.

OUTGOING MAIL: Only official mail will be accepted for payment of postage--mail, that is, which has primary advantage to the University, rather than to the correspondent. Each envelope must be identified by department or administrative unit in the upper left hand corner.

CAMPUS MAIL: Mail going to another person or office on campus should be sent in an "Inter-Departmental Mailing Envelope," available in your departmental office.

For detailed instructions see memo: MAIL REGULATIONS AND INFORMATION, available in your departmental office.

TELEPHONE: Personal toll calls must be placed through pay telephones on campus or charged to your home telephone number. Use of leased lines and placement of long distance calls through office telephones are authorized only for the official business of the University. Authorization must be obtained in advance from your department chairman (for in-state calls) or your dean (for out-of-state calls).

5. Keys

The Plant Operations Department issues keys upon proper authorization. Faculty members must not lend keys to any student or any other unauthorized person and must not permit any key to be duplicated. When it is necessary for a student assistant to have a room key, the Plant Operations Department will issue such a key upon written request from the professor, approved by the department chairman.

6. Pay checks

Faculty payroll checks are distributed by courier from the Payroll Office to schools, colleges, and departments for individual distribution to faculty members. Checks not picked up on payday are returned by courier to the Payroll Office, where they may be individually claimed.

7. Office hours

Each faculty member, full-time or part-time, is expected to have for each course at least one office hour at a time convenient for that class. Each faculty member is required to post his schedule of office hours adjacent to his office door and with his department. (P.F. II J-9)

8. Teaching load

The basic teaching load for the faculty of The California State University and Colleges is 15 hours, but three hours of credit is given as recognition for such duties as student advising, participating in the personnel decisions of the department, attendance at department meetings, membership on departmental and University committees. The remaining 12 teaching units are in fact the normal teaching load of each faculty member and may be reduced only in conformity with the policies of The California State University and Colleges and of this University. Schedules of teaching and office hours must be submitted to the Vice President for Academic Affairs each semester.

9. Library

The faculty loan period is one semester (ending one week before the end of the semester), but a book charged out to a faculty member may be recalled after one week. If not then returned within five days, a $25.00 penalty is assessed, charged against the department's book fund.

B. PERSONNEL: APPOINTMENT, TENURE, PROMOTION, etc.

1. Appointment

In order to make an appointment, a department must request and receive the following from the Dean of the School or College: (1) authorization of a position (full- or part-time), and (2) authorization to recruit.

> Departments don't "own" positions. These are distributed with the needs of the entire University in mind. Hence in some instances even replacements for faculty members on temporary leave of absence may not be authorized.

"Affirmative Action" policy requires that minority and women applicants be actively sought and, if qualified, given equal consideration. The best qualified candidate for each position must be appointed without regard for race, color, or sex. See Affirmative Action Policy, available in departmental offices.

The department may have a recruitment committee, but the chairman is responsible for action at the departmental level. (P.F. II A-2, sect. 1, 2)

Nepotism: Accademic appointments are based on merit alone; appointment of near relatives of faculty members may therefore be made when approved through normal appointment processes, with final approval by the President. A faculty member must not initiate or participate in discussions or vote in any personnel matter involving a close relative. (P.F. II A-5)

After a department has come to a decision to recommend that a candidate be offered appointment, documents are sent to the Dean of the College or School for his endorsement, then to the Vice President for Academic Affairs. After final approval, the letter of appointment is signed by the Dean.

N.B.: NO OFFER of a job, no promise of precise salary, no promise of tenure or promotion can be made by ANY member of a department (including the chairman) or anyone except the Dean, after consultation with the Vice President for Academic Affairs or his representative. Conversely, appointments once approved and offered cannot be canceled by departments.

Under some circumstances, State funds are available for partial repayment of moving expenses for specified newly appointed faculty members appointed to probationary (tenure-track) positions. Such funds are not available to those appointed to temporary positions as full- or part-time lecturers. Recipients must serve at least two years or repay some funds on a pro-rated basis. For details, ask at the office of the Vice President for Academic Affairs. (See also P.F. II H-1)

2. Reappointment and Tenure

The tenured members of your department must decide each year whether to recommend reappointment, termination, or tenure for each nontenured member who is on a probationary (tenure-track) appointment. These recommendations pass through the School or college to a University Tenure Review Committee, which makes final recommendations to the Vice President for Academic Affairs. Lecturers, who have temporary full- or part-time appointments of specified duration for one semester or one year, are not eligible for this consideration. Depending upon the needs of the University and the performance of the individual, full-time lecturers may be reappointed to a total of no more than two years of full-time service. Part-time lecturers are part of a pool of candidates for part-time positions from which appointments are made anew each semester or each year.

Probationary faculty are notified of decisions by the office of the Vice President for Academic Affairs according to the following schedule:

March 1 of FIRST year: termination at the end of the first academic year or reappointment for second year.

Dec. 15 of SECOND year: termination at the end of the second year or reevaluation in spring of second year with notification by June 1 regarding the nature of the third-year appointment.

June 1 of SECOND year (for those reevaluated): probationary or terminal third year.

June 1 of THIRD AND FOLLOWING years: additional probationary year, terminal year, or reappointment with tenure (usually after four probationary years).

The granting of tenure normally comes after four years of good probationary service, but a fifth or sixth probationary year may be required. In rare and exceptional cases where it would be of special benefit to the University, tenure may be granted before the end of the normal four-year probationary period. (P.F. II A-2)

Tenure is a status earned by superior performance, not a right granted or promised with initial appointment.

Each probationary faculty member is entitled to a written annual evaluation of performance, including both favorable and unfavorable comments agreed to by a majority of the tenured members of the department.

3. Promotion

Each year the departmental committee on promotions considers all eligible members, ranks those whom it recommends for promotion, and sends its recommendations along with those of the department chairman to the college or school committee. That committee forwards its recommendations, along with those of the dean, the department chairman, and the departmental committee, to the University Promotions Committee. The University committee sends its recommendations and all previous recommendations to the Vice President for Academic Affairs. Final responsibility rests with the President. Eligibility for consideration does not insure promotion; promotion is granted to the most meritorious among those eligible. To be eligible for consideration, a faculty member must be at the top step of a rank or have completed two years in that rank and must have tenure (unless tenure is granted simultaneously with promotion). (P.F. II B-1)

4. Retirement; death benefits

Faculty members are required to participate in the California Public Employees Retirement System. Deductions for retirement become effective on the first of the month following the month in which appointed. In addition to retirement contributions, payroll deductions will also be made for OASDI (Social Security). Faculty members with previous membership in PERS should inform the personnel office at the time of appointment.

Death benefits: Under the Public Employees Retirement System, if an employee dies while in service, the beneficiary is paid one month's salary for each year of service, up to six years. In addition, there is a $5,000.00 life insurance policy on the life of each full-time employee.

5. Service areas; lay-off procedures

Upon appointment each faculty member is assigned to a teaching service area which is usually the same as his department. If lack of funds or falling enrollment requires a reduction in force, procedures are followed as prescribed in Title 5, sections 43200-43206. In general, these specify that within a service area lay-off shall occur in the order which best fits the needs of the University for non-tenured faculty in inverse order of length of service for tenured faculty.

C. PERSONNEL: OTHER

1. Professional responsibility

Most faculty members know that they are expected to be responsible members of the University community and to conduct their duties in a responsible and orderly manner: to meet classes as scheduled, to be prompt, to keep good records, to hold examinations at the officially announced times, to give suitable assignments, to teach classes in multiple-sectioned courses in consonance with the other sections, to provide in a class, in both substance and method, what the course description calls for, and so forth. (See also specific items below and "A Statement of Professional Responsibility," P.F. II A-2, Appendix A.)

2. Teaching effectiveness

A primary qualification for retention, tenure, and promotion in rank is excellence of instruction at the undergraduate or graduate level. The teaching ability of the faculty member is measured by his command of the subject, his skill in organizing and presenting his material with force and logic, his intellectual integrity, his enthusiasm. (P.F. II B-1) Senate policy requires regular student evaluation of teaching.

3. Professional growth

Regular growth in professional experience and expertness is essential to the development of a faculty member. Professional growth may take different forms within different disciplines but always requires continuing scholarship and active participation in the life of the professional discipline. Retention, tenure, and promotion depend partly upon demonstrated professional growth, which may be measured in various ways such as publications, public lectures, colloquia, professional consultation and practice, and so on. Your department should give you a clear understanding of the kinds of professional development expected of you.

4. Service to the University community

Every faculty member is expected to do his "fair share" of such departmental chores as advising, serving on committees, and assisting in the activities of the department. In addition, he must be available for school or college and University committee service and may wish also to volunteer for similar service in the community.

5. Outside activities

Giving full service to one's students, one's University, and one's profession requires a very full work-week of the faculty member. Outside activities, whether paid or unpaid, which interfere with University duties cannot be permitted. Many such activities, however, when properly limited may enhance professional experience and complement campus activities. Professional consultancies, outside professional practice, extension teaching, and similar activities are encouraged when they do not interfere with campus duties. Department chairmen should be kept informed of such activities; in general, they should not exceed the equivalent of a twenty percent overload (one three-unit class).

6. Absence: Sick leave

Faculty on full-time appointment earn sick leave credit at the rate of one day per month of service for a total of twelve days per year, which may accumulate from year to year. Unused sick leave may be counted at the time of retirement toward years of service for computing retirement entitlements. Sick leave credit may not be transferred from one faculty member to another. New appointees cannot use sick leave until they have worked six months.

Faculty members who miss classes because of illness must notify the department before the time of the class, if possible. On return to duty they must notify their departments immediately and fill out Form 643, Absence Request, obtainable at the department office. Sick leave is charged from the first day of absence to the day of return, including campus working days on which the sick faculty member has no assigned classes.

Sick leave may also be used in limited amounts for such emergencies as a death or serious illness in the immediate family which requires the presence of the faculty member. For details, call the Personnel Office.

7. Absence: Other leaves, with or without pay

Absences (limited in number and length) for officially approved professional activities of value to the University may be granted with pay, for a brief period, usually no more than five days. Absences for private business or personal reasons (other than a death or serious illness in the immediate family) must be without pay. Such leaves without pay may be granted if essential to the well-being of the faculty member, if the period of absence is short, and if the disruption to class work is not too great. All absences, with or without pay, require an Absence Request, a professionally competent substitute, and specific approval in advance.

8. Unauthorized absence

Faculty members who leave without the required approval in advance will suffer loss of pay for all days on which they are absent without official leave. They are also subject to disciplinary action. If such unauthorized absence is for a period of more than five days, the faculty member may be considered to have resigned his position. To protect both salary and job, get official approval before an absence for any reason other than sudden illness.

9. Sabbatical leave

After six years of service, a faculty member is eligible to be considered for sabbatical leave. The deadline for requests is the first Monday in November. Sabbatical leaves are granted on merit and length of service

within limited allocations each year; not all who are eligible for consideration and submit approved proposals in any one year can expect to be granted leave. For details, see P.F. II C.

10. Travel

Travel and other absence from the campus during scheduled duties requires official permission, even though the faculty member has made arrangements for classes to be met and expects to forego pay for the period of absence. Travel and absences for approved professional reasons may be with pay, and often with expenses paid. Permission in advance is important for both in-state and out-of-state travel, whether or not pay and expenses are requested. Get requisite forms at the department office. In-state travel must be approved by the School or College Dean; out-of-state travel requires approval of the office of the Vice President for Academic Affairs.

11. State cars

For use of State cars, see Regulations, available at the department office. Vehicles must be checked out from the Office of Physical Facilities. Drivers must have completed the "defensive driver" training course.

12. Secretarial help; duplicating service

Limited secretarial help for work pertaining to University duties is available through the department office. The time which you should allow varies from department to department; check with the secretary.

13. Health insurance

The state contributes to health benefit insurance, effective with the date of enrollment in the insurance program. Enrollment must occur within 60 days of beginning employment. All new faculty members are urged to take advantage of this benefit. Inquire at the Personnel Office.

14. Grievances; Disciplinary Action

Summary is unwise because details are important. See Grievance Procedures for Academic Personnel (Exec. Order No. 201) and Disciplinary Action Procedures for Academic Personnel (Exec. Order No. 113) and related Senate actions. (P.F. II I)

A faculty member who has a grievance, or against whom a grievance is alleged, needs good advice and plenty of help. Note that deadlines are of the utmost importance. Your department chairman and senior members of your department can be of great help with counsel, sane advice, firm support when appropriate. Most faculty organizations will provide advice to any faculty member. Often, by prompt and effective action, a small problem can be satisfied or contained, where it might otherwise become large, difficult, and troublesome. Don't ignore warning signals; keep good records.

15. Personnel files

Personnel files are confidential and access to them is closely restricted. See the Policy on Faculty Files established August 30, 1974, on file in departmental offices.

D. CLASSES / STUDENTS

1. Class Schedules

A class schedule is published for each semester and summer session. In it appears much useful information, including the officially designated time for meeting and for final examinations in each class. Time and place of meetings and examinations must not be changed without official approval in advance. See your department chairman.

2. Multiple Sections

When multiple sections of a course are offered, it is imperative that all instructors meet the objectives of the course as indicated in the General Catalog, each in his own particular way. Thus, each student is assured that he will have had the opportunity for preparation equal to his counterpart in another class. This is a right of the student and cannot be violated.

3. Unofficial withdrawal from class

A faculty member has the responsibility to give a grade for each name appearing on the grade sheet. If an 'F' is given for any other than academic reasons, the circumstances should be specified in the 'Comment' column, as for instance, 'Never attended class' or 'Absent after [date].' A faculty member willing to grant a student withdrawal without penalty and wishing to have a student's appeal for a change in grade to 'W' granted without further consultation should add, 'Rec. W'. (P.F. III C-2)

4. Student Grievance Code; Student Disciplinary Procedures

The Student Grievance Code provides remedies for students who believe they have a grievance against a member of the faculty, administration, or staff. You should be familiar with the provisions of this Code, not only in your own interests, but also to be of possible help to students.

Executive Order No. 148, Student Disciplinary Procedures, provides for disciplinary action against a student, under Title 5, section 41305. Penalties range from reprimand to expulsion. Faculty members should discuss problems with department chairmen and deans before filing charges.

5. Majors

Every upper-division student is expected to have a declared major, which may, however, be changed at the request of the student. The catalog in effect at the time of a change in major, including a change from 'Undeclared' to a specific major, governs the requirements in effect at the time of his graduation.

Students wishing to change majors into any subject area which has limited admission quotas may do so only with written permission from the department, school, or program concerned. Such transfers shall be counted toward the quota established for the subject area concerned.

6. Examinations

Final examinations may not be held during the last week of classes; all final examinations must be held at the time and place designated in the Final Examination Schedule listed in the Class Schedule each semester.

The examination periods are part of the regular school year, when all faculty members are considered to be on duty. A faculty member's obligations are not fulfilled until all course work has been evaluated and grade reports filed at the Registrar's Office, and any other duties have been completed.

> Handicapped students: Faculty members shall give students with visual or other disabling physical handicaps sufficient time with examinations to make it possible for them to compete on an essentially equal basis with the other students. (P.F. III G-1)

Group examinations may be arranged for courses with multiple sections; see your department chairman.

7. Grading; change of grades

All courses are graded on a 5-point grade scale, A through F, unless departures from this standard are authorized. For exceptions, notably the regulations covering Credit/No credit grading, see P.F. III C-4. The faculty member's grading practices are expected to meet the highest professional standards of objectivity, fairness, and accuracy. Grade distributions in individual classes are not expected to reflect a prescribed normal distribution or curve, but the assignment of grades is an important professional responsibility of the faculty and, therefore, a faculty member may be expected to provide a professionally defensible explanation when grades in any class depart markedly or persistently from statistically predictable patterns for courses on a university level. Adequate records must be kept for five years. Faculty members leaving the university must deposit their recent grade books with their chairman.

Changes of grades: Course grades are the responsibility of the instructor and, except as provided in the Student Grievance Code, may be changed only by his written instructions to the Registrar and with the approval of the Vice President for Academic Affairs. When an error occurs, correction should be made as promptly as possible.

8. Auditing of classes

With the consent of the instructor, a student may audit a class. An auditor must meet all admissions requirements and pay the same fees required of students enrolled for credit, but is not held for examinations and does not receive credit or a final grade in the course. No change from regular registration to audit or from audit to regular registration is permitted during the semester.

9. Field trips

Whenever field trips are necessary, arrangements should be made well in advance through the department and college or school channels. Field work is encouraged, but legal responsibilities require that specific steps be taken before the trip. See your department chairman well in advance.

10. Readers and student assistants

Funds for readers and student assistants are assigned through departments; unused funds cannot be carried over from one year to the next. Before starting work, a student must receive clearance from the Payroll office for student Assistants, CL-108. Readers must not be allowed to prepare examinations or to assign course grades; they may not grade papers for classes in which they are enrolled. So far as possible, readers and student assistants should be graduate students and have a grade point average for the previous semester of at least 2.5; if graduate students are not available, selected upper division students may be used as readers or student assistants in lower division classes.

11. Textbooks

Textbooks and instructional materials for classes must be ordered from the bookstore. Faculty members will be given forms and notified of deadlines by the bookstore. Failure to meet deadlines unfairly penalizes students. It is a basic responsibility of each faculty member to make timely arrangements for the materials required in his classes.

12. Audio-Visual Services

The Audio-Visual Center provides a wide variety of services and equipment and assistance in preparing and using materials. Many departments also have special collections of materials. Check in your departmental office.

13. Continuing Education: Continuing Education, Summer Session Study Tours

Faculty members wishing to teach Continuing Education courses should consult with their department chairman and should submit to the Dean of Continuing Education completed proposal forms, with authorization signatures from the department chairman and Dean of the College or School.

Summer session teaching assignments are made by the department chairman, usually during the month of October, when the summer session program for the following summer is planned.

Faculty members wishing to participate in study tours involving University credit should consult the Guidelines for Summer Study Tours (P.F. IV A-4). Note that planning for a study tour must begin a year before the tour is scheduled to start.

E. MISCELLANEOUS

1. Alcoholic beverages

Permission for use of wine and beer at special occasions must be requested not less than five days prior to the event. For details, see 'University Policy Regarding the Use of Alcoholic Beverages on Campus.'

2. Smoking

Smoking is not permitted in the campus buildings except in the offices, the Commons, and the conference rooms. Because a considerable number of students are allergic to tobacco smoke, faculty members must insure that no smoking takes place in classrooms. Each student has a right to be protected against smoke in the classroom without having to identify and defend himself.

3. University bulletin

"This Week," the University bulletin, is issued weekly during the school year; deadline for materials, at the President's Office, is Monday at 12:00 noon.

4. University Catalog

The General Catalog and Announcement of Courses is, in effect, a kind of contract with students, for each student is entitled to receive a degree or credential upon completing the requirements specified in the catalog in effect at the time he enters that program. (A change in major puts the student under the catalog in effect at that time.)

The Bulletin of the Graduate Division summarizes University regulations and procedures for all advanced degree programs.

The course description in the catalog is the University's contract with the student and instructors are obligated to insure that each course meets the catalog description.

5. Classified research

Although research in all disciplines is strongly encouraged in the University (see item 7, below), classified research is, in general, against University policy. See P.F. III L-1.

6. Commencement

By University policy, each department shall be well represented at the Commencement exercises. Ten days prior to Commencement, your department chairman is expected to send to the Commencement Committee the names of those who will attend from your department. It is an obligation of each faculty member to attend his share of Commencement exercises, according to a schedule to be decided by the department.

7. San Diego State University Foundation

Funded research in all academic areas and projects such as federal educational contracts and institutes and other projects related to community and national goals is carried on through the auspices of the San Diego State University Foundation, a nonprofit educational corporation related to but not a part of the University and not operated by State funds.

8. Faculty associations

Various faculty associations, both national and state, are active at this institution. Dues may be paid through payroll deductions.

9. EMERGENCIES

For any campus emergency, day or night, call the Campus Police, 6886. In case of sudden illness or injury, call the Health Services, 5281; if no answer, call the Campus Police.

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